

INTERNAL QUALITY ASSURANCE CELL
AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY

Date : 02 June 2019

Venue : Principal Chamber

Agenda


1. Bridge course
2. Promotion of literary works of students.
3. Green initiatives – Set up of Recycle Garden
4. Strengthening of Mentoring
5. Other Relevant Matters if any

Members Present

1. Dr. Byju K, (Principal)
2. Nisha Sashikumar
3. Sarala K T
4. Durga N
5. Vasanthi P
6. Rajan K
7. Dhanya K
8. Ambika K K
9. Manju V
10. Dr Mugesh P (IQAC Co ordinator)

Decisions

1. Decided to give instructions to all departments to plan & execute the bridge course.
2. Discussed the need for starting a club to promote literary work of students
3. As a part of green initiative it is decided to start a recycle garden. The members unanimously agreed that this will help to aware all the importance of recycling.
4. Need for strengthening mentoring system is discussed and training programme for teachers is to be conducted.


Dr. Mugesh P
IQAC Coordinator




M.Com (Gen), M.A., CWA, M.Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

ACTION TAKEN REPORT OF IQAC MEETING ON 02 JUNE 2019

1. Departments planned the bridge course, the plan was approved by academic council and all department started bridge courses.
2. Literary Club was formed and the same was inaugurated on 19 June 2019
3. The work of recycle garden started. The recycle garden is maintained by Nature Club.
4. A training programme on mentoring process was conducted on 07/06/2019.



Dr. Mugesh P
IQAC Coordinator



Dr. Byju K
M.Com (Double), MBA, CWA, M Phil, PhD
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

INTERNAL QUALITY ASSURANCE CELL

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Date : 02 September 2019

Venue : Principal Chamber

Agenda


1. Conduct of National workshop & Seminars
2. Strengthening of Finishing
3. Teaching Quality Enhancement
4. Up gradation of Library Facility
5. Other Relevant Matters if any

Members Present


1. Dr. Byju K, (Principal)
2. Nisha Sashikumar
3. Sarala K T
4. Durga N
5. Vaṣanthi P
6. Rajan K
7. Dhanya K
8. Ambika K K
9. Dr Mugesh P (IQAC Co ordinator)

Decisions

1. Resolved to conduct a national workshop on data analysis using statistical packages. The meeting also decided to conduct a national seminar on globalization and its future perspective.
2. Need for a finishing school programme was discussed and resolved to implement a special programme for the same. Career Guidance & Placement cell was envisaged with this duty.
3. Need for ensuring quality of teaching was discussed and based on the discussion it is decided to start a quality enhancement programme for teachers.
4. Members suggested increasing the number of books in the library. Resolved to upgrade and relocate library.


Dr. Mugesh P
IQAC Coordinator





M.Com (Double), MEd, CWA, M Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

ACTION TAKEN REPORT OF IQAC MEETING ON 02 SEPTEMBER 2019

1. Department of Commerce organized a Two Day National Workshop on Data Analysis using Statistical packages in the month of December 2019. Department of Economics organized a One day National Seminar on Globalization : A future Perspective on 28/09/2019.
2. 'Step To' (Finishing School for Substle Transformation) programme was implemented under Career Guidance and Placement Cell.
3. "Acharya Shresta" a quality enhancement programme was started by IQAC. This programme gives teachers the opportunity to review their own performance and receive feedback on their abilities and developing skill as teacher. The programme was inaugurated by Director Operations, Meena Ramaswamy on 20/11/2019.
4. The matter is communicated with the management and sanctioned permission for the same.


Dr. Mugesh P
IQAC Coordinator




M.Com (Double), MBA, CWA, M Phil, PhD
Dr. Biju K
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

INTERNAL QUALITY ASSURANCE CELL

AMC GROUP OF EDUCATIONAL INSTITUTIONS MANISSERY

Date : 3 January 2020

Venue : Principal Chamber

Agenda

1. Conduct of awareness programme on nutrition & health for female students
2. Set up a support programme for high learners
3. Introduction of Equal Opportunity Cell

Members Present


1. Dr. Byju K, (Principal)
2. Nisha Sashikumar
3. Sarala K T
4. Durga N
5. Vasanthi P
6. Rajan K
7. Dhanya K
8. Ambika K K
9. Manju V
10. Dr Mugesh P (IQAC Co ordinator)

Decisions

1. Decided to conduct a nutritious awareness program & medical check for female students
2. Resolved to start separate program to guide and motivate high learners
3. Decided to start a new cell to ensure equal opportunities among backward and disadvantaged group.


Dr. Mugesh P
IQAC Coordinator





Dr. BYJU.K
M.Com (Double), M.A, CWA, M.Phil, PhD
Principal
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CUTTACK UNIVERSITY
MANISSERY, PIN - 679 521

ACTION TAKEN REPORT OF IQAC MEETING ON 3 JANUARY 2020

1. WDC conducted a nutritious awareness and one day free medical camp for girls and their parents. The programme is conducted in association with health Centre , Vaniyamkulam Panchayath
2. SMART Programme was implemented in the college.
3. Equal Opportunity Cell started its function on 8th January 2020.


Dr. Mugesh P
IQAC Coordinator




Dr. BYJU.K
M.Com (Double), MBA, CWA, M Phil, PhD
PRINCIPAL
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

INTERNAL QUALITY ASSURANCE CELL
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Date : 1 April 2020

Venue : Online – Google Meet

Agenda

1. Engagement of students during lockdown.

Members Present


1. Dr. Byju K, (Principal)
2. Meena Ramaswamy
3. Nisha Sashikumar
4. Sarala K T
5. Durga N
6. Vasanthi P
7. Rajan K
8. Dhanya K
9. Ambika K K
10. Dr Muges P (IQAC Co ordinator)

Discussion & Decision

1. Since the College is closed due to lockdown awareness should be given to student through class whatsapp groups. Engagement of students during lockdown period is very important.
2. Mentoring to support students through mobile phone and social media has to be initiated. Most of the faculty is unaware about the online platform. Possibility to start online class atleast once in week is discussed.
3. Feedback form stakeholders were presented in the meeting


Dr. Muges P
IQAC Coordinator





Dr. Byju K
Principal
M.Com (Double), M.A., CWA, M.Phil, PhD
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 521

ACTION TAKEN REPORT OF IQAC MEETING ON 1 APRIL 2020

1. Awareness videos and images published by health department is circulated among students via whatsapp
2. Mentors contacted students by phone and enquired their situation. Meena Ramaswamy, Director, Operations, started online class for students. Teachers are instructed to start learning to use using online platform for taking classes. Proper guidance were given by the director, operations.
3. Feedback and result anlaysis were sent to Academic Council


Dr. Mughsh P
IQAC Coordinator




Dr. Pradip K
M.C.A. (Double), MBA, CWA, M Phil, PhD
PRADIP K
AMC GROUP OF EDUCATIONAL INSTITUTIONS
AFFILIATED TO CALICUT UNIVERSITY
MANISSERY, PIN - 679 501